

CHANGE OF ADDRESS OR CHANGE OF NAME INFORMATION AND PROCEDURES for

Adjusters
Apprentice Adjusters
Administrators
Agents
Temporary Agents
Consultants
Managing General Agents

Reinsurance Intermediary Brokers and Managers
Rental Vehicle Agents and Managing Employees
Specialty Credit Producers and Managing Employees
Surplus Lines Brokers
Viatical Settlement Brokers
Viatical Settlement Providers

All licensees are required to notify the Department of Insurance **within 30 days** of any change of residence address, business address, or legal name, pursuant to KRS 304.2-120(4) and KRS 304.9-200(2).

A **penalty up to \$1,000** may be imposed upon agents, surplus lines brokers, rental vehicle agents or managing employees, specialty credit producers or managing employees, or reinsurance intermediaries for failing to notify the Department of these changes. A **penalty up to \$2,000** may be imposed upon adjusters, administrators, viatical settlement brokers or producers, and consultants for failing to notify the Department of these changes.

Further, KRS 304.9-200(1) requires that the **Kentucky license certificate** contain the licensee's name, city and state of the principal place of business, and other pertinent information. Thus, if the licensee changes the legal name or moves the principal place of business to a different city or state, the licensee must request a corrected license from the Department. The corrected license will be provided without charge and will be mailed to the residence address of the individual or, to the business address of the business entity.

Resident Licensees Individuals and Business Entities

Moving from one location in Kentucky to another location in Kentucky

If the licensee changes a **residence** street address or city address, the licensee is required to:
 Submit Record Correction **Form 8303****

[Department of Insurance will change licensee's residence address on file, showing effective date of change]

If the licensee changes a **business** street address or city address, the licensee is required to:
 Submit Record Correction **Form 8303****
 Return "original" Kentucky resident license

[Department of Insurance will

- Change licensee's business address showing date of change
- Mail licensee corrected Kentucky resident license with new business address – city and state]

Moving from Kentucky to another state but NOT CHANGING Kentucky Principal Place of Business

The licensee is required to:
Submit Record Correction **Form 8303****

[Department of Insurance will change licensee's residence address showing date of change]

Moving from Kentucky to another state but NOT REQUESTING Kentucky nonresident license

The licensee is required to:
Submit Voluntary Surrender of License **Form VS**
Return "original" Kentucky resident license
Remit \$5 fee for each Certification/Clearance Letter – if requested

[Department of Insurance will

- Terminate licensee's Kentucky resident license as "voluntary surrender"
- Terminate any appointments
- Terminate any designations
- Note in record that Kentucky resident license returned
- Send Clearance Letter to licensee, at address indicated if requested]CC

Moving from Kentucky to another state and REQUESTING Kentucky nonresident license

The licensee is required to:
Submit Voluntary Surrender of License **Form VS** (online)
Return "original" Kentucky resident license certificate
Remit \$5 fee for each Certification/Clearance Letter – if requested (**check**, debit or credit card)

If the licensee becomes licensed in new resident state and applies to Kentucky for a new nonresident license **within 90 days** of surrender of Kentucky resident license, the licensee is only required to:

Submit Record Correction **Form 8303****
(No fee or Form 8302-AP for appointments active on date license surrendered)
Request insurers submit Appointment Form 8302-AP and applicable fees for any new appointments

If the licensee becomes licensed in new resident state and applies to Kentucky for a new nonresident license **more than 90 days** after surrender of Kentucky resident license, the licensee is required to:

Submit applicable license application with required attachments
Request any business entity that the licensee represents to submit Designation Form 8305
Remit applicable license fees and fees for each line of authority
Request insurers submit appointment Form 8302-AP and applicable fees

There will be a **gap in the license** and a **gap in any appointments** between the date old Kentucky resident license is surrendered until date new Kentucky nonresident license is issued, during which time the licensee **cannot exercise license in Kentucky**, including representing or placing business with any insurer.

[Department of Insurance will

- Terminate licensee's Kentucky resident license as "voluntary surrender"
- Place any appointments in "inactive" status
- Terminate any designations

- Note in record that Kentucky resident license returned
- Send Clearance Letter to new resident state, if requested

Upon receipt of proof of licensure from new resident state and Record Correction Form 8303 **within 90 days** of surrender of Kentucky license, Department will

- Issue licensee's new Kentucky nonresident license
- Change "how qualified" status on record to "certification"
- Change "resident" to "nonresident" status
- Revert all appointments that were active on date resident license surrendered from "inactive" back to "active" status on date new Kentucky nonresident license issued
- Leave each designation in "inactive" status until receive new Form 8305
- Mail licensee new Kentucky nonresident license

Upon receipt of proof of licensure from new resident state and applicable application, attachments, and fees **after 90 days** of surrender of Kentucky license, Department will

- Process like any other application for a new nonresident license]

Nonresident Licensees Individuals and Business Entities

Moving from a state (other than Kentucky) to another state (other than Kentucky)

The licensee is required to:

Submit Record Correction **Form 8303****

Return "original" Kentucky nonresident license

[Department of Insurance will

- Change licensee's address showing date of change
- Mail licensee corrected Kentucky nonresident license with new address]

Moving from another state to Kentucky but NOT CHANGING other state as principal place of business

The licensee is required to:

Submit Record Correction **Form 8303****

[Department of Insurance will change licensee's residence address showing date of change]

Moving from another state to Kentucky but NOT REQUESTING Kentucky resident license (currently licensed as nonresident of Kentucky)

The licensee is required to:

Submit Voluntary Surrender of License **Form VS**

Return "original" Kentucky nonresident license

[Department of Insurance will

- Terminate licensee's Kentucky nonresident license as "voluntary surrender"
- Terminate any appointments
- Terminate any designations
- Note in record that Kentucky nonresident license returned]

**Moving from another state to Kentucky and REQUESTING Kentucky resident license
(currently licensed as nonresident of Kentucky)**

The licensee is required to:

Surrender License in Resident State

If the licensee applies to Kentucky for a new resident license **within 90 days of establishing legal residence in Kentucky**, the licensee is required to:

- If individual

Submit Individual Application **Form 8301**

If applying for agent license,

- Submit Administrative Office of the Courts Background Check Report using Form 8301-BGC*
- Provide financial responsibility in the form of KY Form 99-1 (E&O), 99-2 (Letter of Credit), Form 99-3 (Surety Bond), or the insurer may assume the legal liability by providing the Appointment Form 8302-AP, and fee, with the application.

- If business entity

Submit Business Entity Application **Form 8301-BE**

Apply for Certificate of Authority through Kentucky Secretary of State's Office at <http://sos.ky.gov>.

(No fee for new resident license)

(No fee or Appointment Form 8302-AP for appointments active on surrender date)

If the licensee applies to Kentucky for a new resident license **more than 90 days** after establishing legal residence in Kentucky, the licensee is required to:

Submit application with attachments, other required documentation, and fees like any other applicant for a new Kentucky resident license *

There will be a **gap in the license** and a **gap in any appointments** between the date old Kentucky nonresident license is surrendered until date new Kentucky resident license is issued, during which time the licensee **cannot exercise license in Kentucky** including representing or placing business with any insurer.

[Department of Insurance will

- Terminate licensee's nonresident's license as "voluntary surrender"
- Place any appointments in "inactive" status
- Terminate any designations
- Note in record that Kentucky nonresident license returned

Upon receipt of applicable application for new resident license, attachments, other required documentation, and fees **within 90 days** of the date the licensee establishes legal residence in Kentucky, Department will

- Issue licensee's new resident license, if meeting applicable requirements, but granting an exemption from any preclicensing training or examination requirements
- Change "how qualified" status on record to "clearance"
- Change "nonresident" to "resident" status
- Revert all appointments that were active on date nonresident license surrendered from "inactive" back to "active" status on date new resident license issued
- Leave each designation in "inactive" status until receive new Form 8305
- Mail new Kentucky resident license to licensee

Upon receipt of applicable application for new resident license, attachments, other required documentation, and fees **more than 90 days** after termination of Kentucky nonresident license, Department will

- Process like any other application for a new resident license]

Moving from another state in which you hold a Resident License and REQUESTING Kentucky Resident License

(NOT licensed as nonresident of Kentucky prior to moving)

Individual moving to Kentucky and applying for a resident license* within 90 days of moving to Kentucky and establishing a legal residence will apply for a license as a New Resident Agent. The individual is required to

- ☐ Submit Application Form 8301;
- ☐ Background Check Form 8301-BGC as indicated on the form.
- ☐ Submit the correct fees for the License and each line of authority, with the appropriate examination fee(s), if applicable;
- ☐ Provide financial responsibility in the form of KY Form 99-1 (E&O), 99-2 (Letter of Credit), Form 99-3 (Surety Bond), or the insurer may assume the legal liability by providing the Appointment Form 8302-AP, and fee, with the application.

* For details, see information packet for specific licenses on Office of Insurance Web site at <http://doi.ppr.ky.gov>.

[Department of Insurance will

Upon receipt of applicable application for new resident license, attachments, other required documentation, and fees
Department will

- Process like any other application for a new resident license
- Notify applicant when he/she is able to schedule the examination, if applicable
- Issue license once all requirements are fulfilled]

Resident and Nonresident Licensees Individuals and Business Entities

Changing legal name

If the licensee changes his, her, or its legal name, the licensee is required to file the following with the Office of Insurance:

- ☐ Record Correction **Form 8303****
- ☐ Pertinent legal documentation approving name change
- ☐ “Original” Kentucky license
- ☐ (No fee for issuance of new license)

This change may also involve amending documents filed with the Kentucky Secretary of State, for business entity licensees.

[Department of Insurance will

- Change licensee’s name showing date of change
- Mail licensee corrected Kentucky license with new legal name]

Record Correction Form 8303**

This form is available on the Department of Insurance Web site at

<http://www.doi.state.ky.us/kentucky/docs.asp?divid=2> and should be used for any legal change of name or change of address (residence or business) that does not require the licensee to get a new resident license. Form 8303 should have pertinent information attached and should include the licensee’s name plus Social Security Number, Federal Employer Identification Number, or Kentucky Department of Insurance identification number and signature of licensee. The original Form 8303 should be submitted by mail to:

Department of Insurance
Agent Licensing Division
Post Office Box 517
Frankfort, KY 40602-0517

Or submit change electronically** under the password protected secured site at:
<http://doi.ppr.ky.gov>, for immediate confirmation. Click on the red **eServices**, top right of the home page and proceed with setting up a password protected account where you may change an address, order duplicate license, process your renewal, verify information on your record, and execute other electronic services.

[Department of Insurance will place in licensee's file

- Form 8303 OR
- Copy of e-mail notifying of change OR
- Licensee may receive confirmation of change for his/her records, if changed electronically. (Allow overnight processing and confirm the following day).]

Licensing Procedures and Information

Information about qualifications, procedures, and forms for all licenses issued through the Agent Licensing Division is available on the Department of Insurance Web site at <http://www.doi.state.ky.us/kentucky/docs.asp?divid=2> and may be referred to if the licensee is required to get any new resident or new nonresident license.